PARENT HANDBOOK

Dear Parents and Guardians,

Welcome to the Edinburg Common School. Our staff are dedicated to providing your child with a positive educational experience and every possible opportunity to succeed in learning. Education is strengthened when there is a partnership between families and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education and parental responsibility for all aspects of their child's education. As a parent, you are your child's first and most important teacher. With this in mind, we ask for involvement and support in your child's schooling. Together, our goal is to provide the best educational program possible for your child.

TABLE OF CONTENTS

Student Bill of Rights	4
Goals for Instructional Program	5-6
Eagle Way Expectations	7
Access to Programs	7
Accident Reporting	7-8
Arrival and Dismissal	8
Assemblies, Recognition & Programs	8
Attendance Policy	9-10
Annual Notifications	11
Books and/or Destruction of School Property	12
Bus Rules	12
Cell Phone Use	12
Changes in Family	12-13
Child abuse/neglect Notifications	13
Communication GuideLines	14
Communication Contact Information	15
Communication Tools (Used by District)	16
Computer Instruction	16
Confidentiality	16
Crisis/Safety Plan	16
Curriculum- Student Growth/Progress	17
Custody	17
Dignity Act for All Students (DASA)	17
Dress Code For Students	18
Education Field Trips	18
Electronic Devices	18
Family Educational Rights & Privacy Act	19-21
Food, Candy & Gum Chewing	21

Homework	21
Incentive Programs	21
Lunch/Breakfast Program	22
Medication Administration	22
Medication for Students	22-23
Parent Bill of Rights	23-25
Parent Compact	26-27
Parent/Teacher Conferences	28
Parent Involvement Policy	28
Parent/Teacher Organization (PTO)	28-29
Parent Right to Know	29
Personal Belongings	29
Physicals	29
Playground Rules	29-30
Required Screening	30
Pledge of Allegiance	30
Protection of Pupil Rights (PPRA)	30-31
Recess Rules	31
Registration or Withdrawal from School	31
Retention Procedure	31-32
Safety Program	32
School Closing	32
Security & Surveillance	33
Sexual Harassment	33
Sexual Offender Registration Act	33
Student Services	33-34
Transportation	34
Visitors & Visits	34
Volunteers	35

THE STUDENT BILL OF RIGHTS

With every right comes responsibility….

Students have a *right* to a safe school and a *responsibility* to keep it safe.

Students have a *right* to know the rules and a *responsibility* to follow them.

Students have a *right* to be heard and a *responsibility* to listen to others.

Students have a *right* to be respected and a *responsibility* to respect others.

Students have a *right* to learn and a *responsibility* to come to class prepared.

Students have a *right* to their own personal space and a *responsibility* to respect others' privacy.

Goals for Instructional Programming

The district's instructional program(s) will help students to become:

RESPONSIBLE CITIZENS
ESSENTIAL SKILLS—Students who:
1. Treat others as they would like to be treated; respect the opinions and rights of others
2. Respect themselves by dressing and presenting themselves appropriately
3. Assume a sense of responsibility for self and others
4. Make good choices, avoiding drugs, alcohol and other dangerous behaviors
5. Exhibit fair play and good sportsmanship

SELF-DIRECTED LEARNERS
ESSENTIAL SKILLS—Students who:
1. Set goals and achieve satisfaction in working to accomplish goals and new opportunities
2. Identify and follow their interests
3. Enjoy learning
4. Understand, love and seek to learn.

CRITICAL AND INNOVATIVE THINKERS
ESSENTIAL SKILLS—Students who:
1. Use problem solving strategies and techniques to defend and explain their decisions
2. Use good judgment by thinking before acting and speaking
3. Communicate information in an accurate and understandable manner
4. Examine issues and find various ways to solve problems and use mathematical practices
5. Read on or above grade level texts across genres with comprehension and fluency

INVOLVED CITIZENS
ESSENTIAL SKILLS—Students who
1. Volunteer for activities and events
2. Be the best they can be in all settings
3. Accept responsibility for their actions
4. Demonstrate the knowledge, skills, attitudes and values necessary to contribute positively to their community.

EFFECTIVE COMMUNICATORS
ESSENTIAL SKILLS—Students who:
1. Read, write, speak and listen when interacting in school, at home and in the community
2. Use a variety of ways to express their ideas, demonstrate effective presentation skills
3. Students who understand and express knowledge, thoughts and feelings about themselves and others.

COLLABORATIVE PARTICIPANTS
ESSENTIAL SKILLS —Students who:
1. Share responsibility for work and learn from others
2. Value each member of the group and take an active role in group activities
3. Students who work with others to accomplish goals and tasks; who work and play together respectfully.

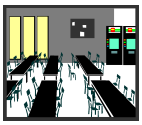
CULTURALLY AWARE
ESSENTIAL SKILLS—Students who:
1. Are open minded and willing to try new things
2. Are aware of different cultures, languages, religions, and lifestyles
3. Enjoy different forms of art, plays, and music information

INFORMATION, TECHNOLOGY AND MEDIA
ESSENTIAL SKILLS—Students who:
1. Use their knowledge to help solve real-world problems
2. Access, evaluate, use, and manage information
3. Understand and use appropriate media tools
4. Consumers and producers who exhibit functional and critical thinking skills.
5. Fluent in 21st Century Digital Technology

GLOBALLY COMPETENT PERSONS
ESSENTIAL SKILLS—Students who:
1. Adopts shared responsibility
2.Takes collaborative action
3. Participates in school and family life as well as worthwhile leisure and extracurricular activities

Please go over The Eagle Way Expectations chart with your child. This chart will be displayed in every classroom and referred to frequently.

THE EAGLE WAY EXPECTATIONS

Strategies for Success	Classroom	Bus/Bus Stop	Lunch 	Playground	Bathroom	Hallway	Dress
A **Be Safe** *Cooperation* *Integrity* *Respect*	1) Keep hands, feet and objects to self 2) Use classroom equipment appropriately	1) Keep hands, feet, and objects to self 2) Use an inside voice 3) Stay seated in assigned seat 4) Keep eye contact with your bus driver	1) Eat your own food 2) Keep hands, feet and objects to self	1) Use equipment appropriately 2) Stay in your designated area 3) Keep hands and feet to self	1) Wash hands with soap 2) Keep feet on the floor 3) Keep water in sink 4) No climbing over/under stalls	1) Walk appropriately 2) Use stairs appropriately 3) Leave outside doors closed	1) Keep shoes tied 2) Wear appropriate shoes
B **Be Respectful** *Commitment* *Confidence* *Curiosity* *Enthusiasm* *Integrity* *Respect*	1) Be polite 2) Use an inside voice 3) Respect self and others	1) Respect self and others 2) Obey bus driver & bus rules 3) Respect property 4) Use appropriate language	1) Practice good table manners 2) Use an inside voice 3) Follow adult instructions	1) Take turns 2) Share 3) Include others 4) Use appropriate language	1) Respect others' privacy 2) Flush toilet 3) Only take necessary items into the bathroom	1) Keep hands, feet and objects to self 2) Use an inside voice 3) Be courteous of others using the hallway	1) Wear clothes appropriate for school (see Student Handbook) 2) Perfume and deodorant sprays are prohibited in classrooms and hallways
C **Be Responsible** *Appreciation* *Cooperation* *Empathy* *Respect* *Tolerance*	1) Be prepared 2) Complete assignments 3) Arrive on time 4) Follow instructions	1) Be prepared and on time for bus arrival 2) Keep personal items in your backpack 3) Only cross the road once your bus driver has motioned for you to do so	1) Clean up your area 2) Only purchase items for self	1) Bring weather appropriate gear ie. winter/spring gear 2) Line up quickly and quietly 3) Bring back what you brought out 4) All recess equipment to be played with in grassy areas or blacktop.	1) Clean up after yourself 2) Use materials and facility as intended 3) Leave when you are finished do not congregate	1) Report immediately to your destination 2) Use hand railings appropriately	1) Dress for the weather ie. winter clothing gear such as: sweaters, jackets, boots, hats, mittens etc.

<u>Access to Programs</u>- Section 504

Definition: Section 504 identifies the responsibility of school districts to refer, evaluate, identify, and extend to every qualified student residing in the school district, a free appropriate public education, including modifications, specialized instruction or related aids as deemed necessary to meet their educational needs.

Provide: Pursuant to state and federal statute, it is required that all children have access to school programs in accordance with Section 504. Referrals to the 504 Committee should be submitted, in writing, to the superintendent and can be made during a CSE meeting, when necessary. In compliance with 504 Regulations, parents/guardians will be notified of referrals, identification, evaluation, accommodations, and review.

<u>Accident Reporting</u> (Policy #8122)

All accidents occurring in the classroom, on school property, or on buses, regardless of seriousness, must be reported to the school nurse.

The school nurse must make a written report of each injury that occurs to ANY PERSON while in the building or on school grounds. The teacher is to make a written report of each injury, at the time it occurs, and send the report to the nurse's office. **All injuries must be reported to the superintendent's office immediately.**

Arrival and Dismissal

The building opens at 7:35 AM each morning. Breakfast is served 7:40-8:00 AM. Students arriving after 8:00 AM are considered tardy and need to be signed in by a parent.
Classroom/Homeroom Instruction will begin at 8:00 AM.

Bus schedules will be determined the week before school starts. If you are unsure of the arrival or drop off time for your child, please call the main office at 518-863-8412. Please remember the first couple of weeks the schedules may be a little off as it takes longer to get into routine.

- **Be waiting at your bus stop 5 minutes prior to your pickup time.**
- **The bus will wait for 20 seconds before proceeding on to the next stop.**
- **The school bus will not honk their horn (unless there's an emergency).**

Dismissals will start at 2:45 PM with the buses loading first. The parent pickup doors on the parking lot side of the building will be opened once buses have pulled away from the bus loop. If you are a pickup, you must provide a note to the office first thing in the morning by handing it to the teacher when arriving at the classroom. If you have to be picked up earlier for an appointment, parents/guardians must write a note to the school and the office will call down for the student when they arrive. **Students will only be released to someone who is 18 years of age or older.**

Families will be permitted to choose one drop-off and one -pick up location for the school year. We are also asking for an emergency location should there be a rare incident where we need to transport your child but we are unable to use the phones or tv due to outages.

Students will not be able to go to other locations or home with other students on the bus unless it is on the same bus route as your child.

Parent drop-offs, for safety reasons, we ask that you pull into the parking lot and have your child walk to the left of the cones to the building. **Students are only permitted to be dropped off in the parking lot, please do not drop them off across the road or in the bus loop.** Please remember to yield to buses at all times.

Assemblies & Recognitions

Parents/Guardians are invited to all school sponsored assemblies. Student behavior should be refined and courteous, whether guests are present or not. Each student is personally responsible for the impression made by the school as a whole.

Attendance Policy

The primary responsibility for recording the attendance of pupils and obtaining excuses for absence and tardiness rests with the Attendance Officer, aka building nurse. Records of attendance are legal documents and may be introduced as evidence in legal matters, and are the basis for determining our allotment of State Aid; therefore, it is imperative that they be accurate. Student tardiness and absences are to be monitored carefully by all staff members.

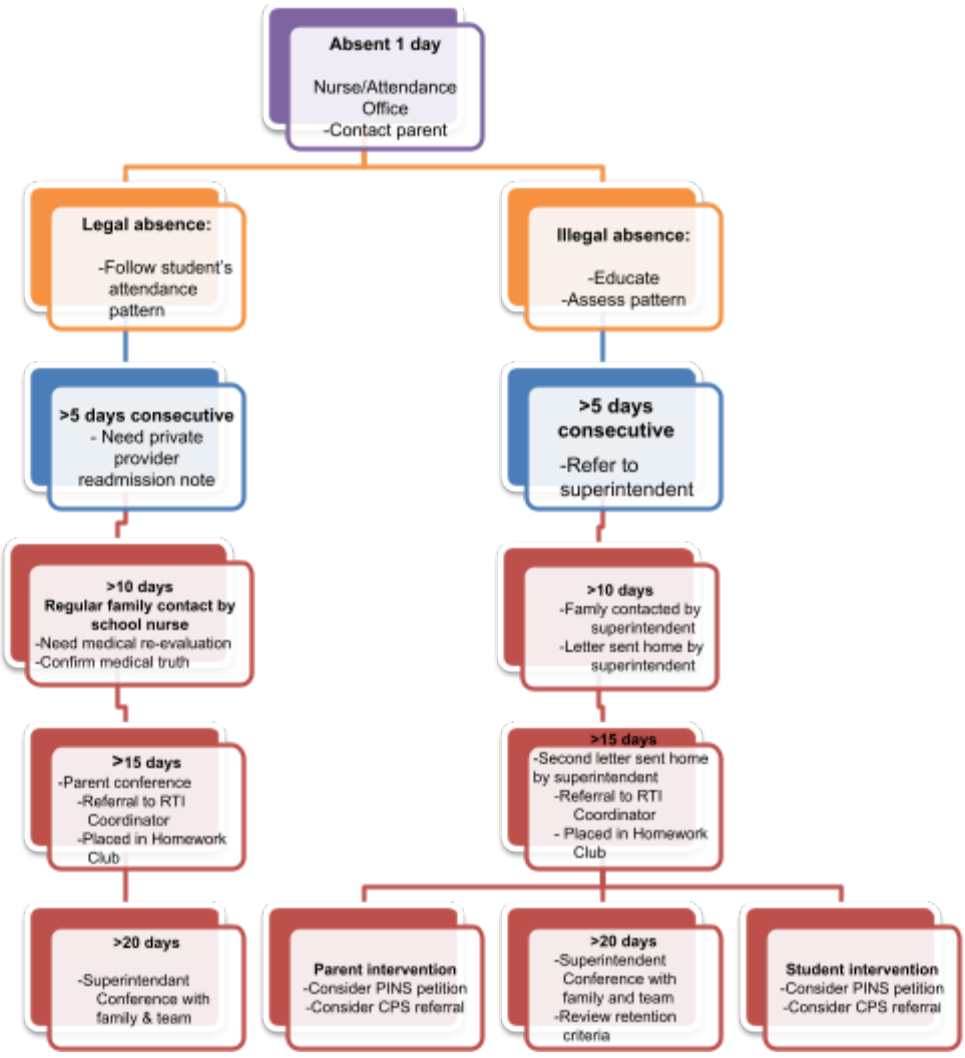
It is the responsibility of the parent/guardian to notify the building nurse by telephone (518) 863-8412 ext 24 or email nurse@edinburgcs.org, on the morning of the absence or tardiness. If your child is tardy, you are required to come into the building foyer and sign them in. In the event of an early departure, it is the responsibility of the parent/guardian to sign the student out. The Office coordinator will record that early departure for the purpose of our attendance records. The District is required to keep and track attendance as per New York State Education policy and regulations.

Absences/Excuses

Students shall comply with the following regulation regarding absences:

1. If students know in advance that they are going to be on an authorized absence for an extended period of time, they will be held accountable for all assignments missed while absent. It is the student's responsibility to collect assignments from their teachers.
2. If a student is absent for sickness or an illegal excuse, they will not be allowed to participate in extracurricular activities that day or evening. **Excused absences are defined as:** Illness, serious illness or death in a family, unsafe travel conditions, religious observance, quarantine, medical/dental/vision appointments, required court appearances, participation in a school sponsored activity. Absences due to a homeless circumstance are approved educational absences by the superintendent. **Unexcused absences: All other absences and tardies are considered by the District to be unexcused.** Students must be in school on any given school day a minimum of 90 minutes to be counted as present for the school day. Parents should provide a note the day their child returns to school stating the dates of the absence or tardy, as well as the reason for the absence(s). Notes for early departure should be turned in by 9:00 AM in the morning of the needed pick up or the day before.
3. New York State law requires that school personnel report all suspected cases of what appears to be child abuse or neglect. If a student's absences are affecting their academic progress Child Protective Services may be notified after 20 absences. If there are any signs or talk of emotional, or physical abuse, a report must be filed to Child Protective Services. Also, if the child's parents will not reveal the reason for absence, obtain a doctor's written explanation, or cooperate with homework requirements, they must be notified.

ECS Absence Response Flow Chart



Annual Required Notifications

The District Asbestos Management Plan

The Edinburg Common School District submitted in 1989, to the New York State Education Department, the Edinburg Common School District's Asbestos Management Plan. In accordance with the EPA Asbestos Hazard Emergency Response Act of 1987 (40 CFR part 763), this memo is intended to fulfill annual notification stating that the Asbestos Management Plan for this school building is available and kept on file at: the Edinburg Common School district office. These records are available for review during these times: 8:30 a.m. to 3 p.m., Monday through Friday. For more information, please contact LEA designee, at 518-863-8412

Pesticides

New York State Education Law Section 409-H requires all public, nonpublic elementary, and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. There were no pesticide applications at the Edinburg Common School during the last school year.
As a reminder, the Edinburg Common School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:
a school remains unoccupied for a continuous 72 hours following an application;
anti-microbial products;

- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in area inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA-designated biopesticides;
- the application of EPA-designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less

when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets. In the event of an emergency pesticide application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you did not register in the form booklet to receive 48-hour notification of pesticide applications that are scheduled to occur in your school, please complete the box below and return it to the school. For further information on these requirements, please call the Director of Health and Safety at 518-863-8412.

(Cut and return the bottom section to the office.)

Edinburg Common School District Request for Pesticide Application Notification

Name: _____ Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail Address:_____

Books and/or Destruction of School Property

Students are expected to exercise reasonable care in using school materials, equipment, and property that is purchased with taxpayer money and state funds. Damage beyond normal wear and tear will be the responsibility of the student. Parents will be held financially responsible for reimbursing the District for the cost of any books or textbooks that are lost or destroyed beyond future use. If books or textbooks are lost or damaged beyond repair, parents will be responsible to reimburse the district for 100%. In the event that a lost book is later found and returned in that same school year, the money paid to replace the book will be refunded.

Bus Rules

Bus Stop Rules

1. Stand back from the edge of the road until the bus has stopped.
2. Do not leave the edge of the road until signaled to do so by the bus driver.
3. Watch for traffic.
4. Be sure you can see the driver when crossing from the opposite side of the road in front of the bus.
5. NEVER WALK BEHIND THE SCHOOL BUS.
6. **Be waiting at your bus stop 5 minutes prior to your pickup time.**
7. **The bus will wait for 20 seconds before proceeding on to the next stop.**
8. **The school bus will not honk their horn (unless there's an emergency).**

On the Bus

1. Enter or leave the bus only when the door is fully open.
2. Take turns; do not push when getting on or off the bus.
3. Locate the seat and stay seated until your assigned stop.
4. Stay seated until the bus comes to a complete stop.
5. Keep your feet under the seat, not in the aisle.
6. Keep your hands off other students and their property.
7. No eating or drinking on the bus; (unless assigned).
8. Keep your books, lunch box, and book bag out of the aisle.
9. Do not make noises that might bother the driver.
10. Never touch the emergency door, windows, or roof hatch.
11. Respect the driver and other students. Bullying will not be tolerated.
12. Respect school property. Anyone damaging school bus property must pay for the repair or replacement.
13. ALL electronic devices must remain in your bookbag from the time you get on the bus until the time you arrive home.

Cell Phone Use

Students are not permitted to have a cell phone in school. Cell phones are a distraction and if your child has one it must remain off and in their backpacks from the time they get on the bus until they arrive home.

Changes in Family

Please inform the school when there are changes in your family; i.e., birth, death, change in marital status, place of residence, telephone number, person to contact in case of an emergency and/or change in employment/phone number. It is essential that the school records be kept up to date. This enables the school to contact parents quickly in case of an emergency and to have

messages which are sent home addressed in the proper manner. **If you have a court order, please make sure that the office has the most current copy.**

<u>Child Abuse/Neglest Notification</u> (Policy #5460)

State law requires that school personnel report all suspected cases of what appear to be child abuse, neglect, or maltreatment. School administration shall assist the staff of the local county Department of Child Protective Services to fulfill their responsibilities. The social worker may interview any children in school about a report of suspected abuse or maltreatment that has been made regardless of the source of the report. A school official should be present during the interview unless the school official and the social worker agree that the presence of the school official is not essential to protect the interests of the child (ren), and that the absence of the school official may increase the likelihood that the social worker can accomplish the purposes of the interview (NYS Education Department).

*NYS Mandated Reporter hotline 1-800-635-1522

*The Saratoga County Department of Social Services is a HELPING agency (telephone: (518) 884-4151). They want to protect and keep children safe, they do not want to punish parents or take children away.

*Do not be afraid to ask questions, to seek out or accept help when needed.

EDINBURG COMMON SCHOOL PARENT COMMUNICATION GUIDELINES

This communication guideline serves as a helpful resource for you so your questions can be appropriately answered.

Questions About:	First Contact	Second Contact	Third Contact	Fourth Contact
Academics and Curriculum	Classroom Teacher	Superintendent	Board of Trustees	
Classroom Procedures and Management	Classroom Teacher	Superintendent	Board of Trustees President	
RTI Questions	Classroom Teacher	RTI Provider	Superintendent	
In-School Behavior	Classroom Teacher	Superintendent	Board of Trustees	
Bus Behavior and Transportation Concerns or Questions	Superintendent/ Director of Health and Safety	Board of Trustees		
CSE (IEP/504)	Classroom Teacher	CSE/504 Case Manager	CSE Chairperson	Superintendent 5th BOT
Board of Education Policies	District Clerk	Superintendent	Board of Trustees	
Health	Building Nurse	Superintendent	Board of Trustees	
Cafeteria	Cafeteria Manager	Business Manager	Superintendent	Board of Trustees
Changes in Emergency Information	Office Coordinator and Building Nurse	Superintendent		
Changes in Drop Off/Pick Up Information	Office Coordinator	Superintendent		
Budget/Taxes Records Requests	Business Manager	Office Coordinator	Superintendent	Board of Trustees

CONTACT INFORMATION:

Michelle Ellis - Superintendent	mellis@edinburgcs.org 518-863-8412 518-863-6375
Sandy Moore - Treasurer/Business Manager Director of Health and Safety	businessoffice@edinburgcs.org 518-863-8412 Extension 22 518-863-6375 Extension 22
Angela Peceri - Data and Office Coordinator	ecs1@edinburgcs.org 518-863-8412 Extension 20 518-863-6375 Extension 20
Deborah Wilson - Cafeteria Manager	dwilson@edinburgcs.org 518-863-8412 Extension 27 518-863-6375 Extension 27
Bus Garage	518-863-8412 Extension 50 518-863-6375 Extension 50
Teachers	First initial, last name @edinburgcs.org 518-863-8412 Extension 20 518-863-6375 Extension 20
Thomas Moore - STEM Coordinator/Network Manager	sixth8@edinburgcs.org 518-863-8412 Extension 20
Veronica Salvione - Counselor	vsalvione@edinburgcs.org 518-863-8412 Extension 30 518-863-6375 Extension 30
Building Nurse - Darcie Knapp	518-863-8412 or 518-863-6375 Extension 24 (Available 24 hrs a day for messages if your child is going to be absent) nurse@edinburgcs.org
Parent Teacher Organization	edinburgpto@edinburgcs.org
BOARD OF TRUSTEES: President: Angela Ludwig Vice-President: Dr. Mary Ann Borden Board Member: Robert McCloskey	Angela Ludwig: angela@clearimageny.com Dr. Mary Ann Borden: maryann.borden@esc.edu Robert McCloskey: Remccloskey62@gmail.com

Communication Tools

Website - edinburgcs.org The website will be updated as needed. A calendar of events is available on the main page of the website. This is updated as events are approved by the superintendent.

Facebook - Our ECS facebook page will be updated consistently throughout the school year by the superintendent. This will include reminders, upcoming events and a variety of pictures from student work to schoolwide and classroom celebrations.

Remind App - The Remind App is another way in which the district shares information with parents and families. Please take time to sign up for the latest and greatest updates from the Edinburg Common School District. The superintendent will notify parents/guardians of important event reminders as well as school delays, closing or emergency information. A flier was mailed home with your forms booklet before the school year with information to sign up. You can also sign up for Remind from our district website.

Computer Instruction

Internet Access and Acceptable Use:

- Students will be provided Internet access during selected computer class time and during instructional time in a controlled environment.
  Students may browse the World Wide Web.
- Students are not to participate in unapproved online discussions.
- Students are not allowed to belong to mailing lists.
- A staff member is required to monitor all internet activities.
- Students may construct their own web pages using district computer resources under supervision and instruction.
- Access to the district's computer network is provided for educational purposes and research consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right.
- Inappropriate use may result in the suspension or revocation of that privilege.

Confidentiality

All information obtained regarding our students by employees is considered confidential, and must not be shared with individuals who are not directly involved with students. Parents and students have privacy rights under the FERPA law.

Crisis/Safety Plan (Refer to the office for any questions regarding the Safety Plan)

The District Safety Plan can be found on the website.

Curriculum-Student Growth/Progress

1. Progress is recorded on all students based on data collected for each child toward reaching appropriate program goals, objectives and curriculum standards. This includes but is not limited to classwork, homework, observations, assessments, benchmarks and day to day checks for understanding with students on important concepts and standards for that grade level.

2. Progress reports are sent as needed but they are required to be sent when a student's grades have decreased or they are struggling.

3. We continuously work as a district to ensure that our curriculum, practices and strategies are effective, in line with state requirements and above all, best for our students. You will see more integration of content areas and standards as well as more variety in the way students are able to show their mastery of learning.

4. Report cards will be sent home for all students each of the four marking periods. You may receive progress reports throughout the school year that will show your child's growth and progress as the curriculum unfolds. Progress reports are sent home as needed. This will give you opportunities (all year long) to ask questions and know exactly what your child needs to be working on at home. If your child requires supplemental help in any content areas, the classroom teacher and Response to Intervention (RtI) Team will have a conversation with you about their recommendation to provide some additional instruction for your child(ren).

Custody

Unless there is a court order to the contrary, both parents have equal rights and powers with respect to decision-making concerning their child(ren)'s education and welfare. Parents must provide the school with copies of current court orders.

Dignity for All Students Act (DASA) (Policy #0115)

The Edinburg Common School strives to be a community in which each citizen is treated with Respect, Dignity, and Equality.

In order to reach this goal, the Board of Trustees has adopted Policy # 0115 in accordance with The Dignity for All Students Act.

This policy is based on the Golden Rule. It condemns and prohibits all forms of hurtful behaviors; including harassment, hazing, and bullying on school grounds, buses, and all school sponsored activities, programs, and events.

Prevention programs will be provided to all students which teach and reinforce respectful, cooperative behaviors. Training opportunities will be provided to *ALL* school employees in support of these efforts.

Dress Code for Students

In order to contribute to a positive and productive learning environment students are expected to dress appropriately for a school setting. Ornamentation or jewelry shall not constitute a potential safety hazard.

1. Brief garments, such as those showing bare midriffs, tube tops, net tops, halter tops, racerback or T-tops, bikini bathing suits, spaghetti straps, plunging necklines (front and/or back), short shorts, short skirts, short dresses, transparent garments, tank tops with open sides, are not appropriate.

2. Underwear/Undergarments are required to be completely covered with outer clothing.

3. Hats are not to be worn in the building during the school day except for special occasions, medical or religious reasons.

4.Footwear which constitutes a safety hazard is not permitted. **Students must have sneakers in school for PE and recess every day.**

5. Clothing which bears an expression or insignia that is obscene, offensive, and libelous and/or advocates racial/religious prejudice, promotes substance use, or encourages disruption is forbidden.

6. Sunglasses are not to be worn in the building, unless medical documentation has been received from a physician.

Educational Field Trips (Policy #4531)

Field trips that add to the learning experiences of students are required above and beyond PTO sponsored field trips. Field trips must be approved by the superintendent. Students will have equal opportunity to participate in field trips or other programs designed to supplement classroom instruction and all costs of busing and staff will be borne by the district as well as admission when needed. No child will ever be excluded due to a cost. Each student must secure the permission of their parent/guardian before participating in field trips. Bagged lunches can be provided by the cafeteria if needed.

Electronic Devices

It is important for all parents and students to be aware of the procedures implemented at the start of the school year regarding personal electronic devices. *All cell phones, iPods, mp3 players, gaming systems, smartwatches etc. are not to be used during regular school hours.* Students that have these items must keep them in their book bag from the time they get on the bus until they arrive back home. Students that are found using these items will have them removed and returned at the end of the day. Repeat offenders may face further disciplinary action. Please discuss the use of electronic devices with your student.

Family Educational Rights & Privacy Act (FERPA)

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. To inspect and review the student's education records within 45 days of the day the district receives a request for access, parents or eligible students should submit a written request to the superintendent the records they wish to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. To request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, the request must be in writing, addressed to the superintendent, and clearly identify the part of the record they want changed, specifying why it is inaccurate or misleading. If the district does not agree to amend the record, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing. Hearing procedures will be provided to the parent or eligible student when they are notified of the right to a hearing.

3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure, without consent, is allowed to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. The district discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained herein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the written consent of parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

A. To other school officials within the district who have been determined to have legitimate educational interests.

B. To officials of another school, school system or postsecondary institution where the student seeks or intends to enroll.

C. To authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.

D. In connection with a student's application for or receipt of financial aid.

E. To state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.

F. To organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.

G. To accrediting organizations to carry out their accrediting functions.

H. To parents of a dependent student, as defined by the Internal Revenue Code.

I. To comply with a judicial order or lawfully issued subpoena. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena.

J. In connection with a health or safety emergency.

K. To teachers and school officials in other schools who have legitimate educational interests in the behavior or the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

L. To provide information that the district has designated as directory information.

M. To provide information from the school's law enforcement unit records.

6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action. The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student requests, the district will provide them with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such a form shall be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

Retention and Disposition of Student Records

The Board has adopted the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. The Board directs all district officials to adhere to the schedule and all other relevant laws in retaining and disposing of student records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Family Policy # Compliance
Office U.S. Department of
Education 600 Independence
Avenue SW Washington, DC
20202-4605

Food, Candy, and Gum Chewing

To keep a clean and safe learning environment, students and staff are not permitted to chew gum, eat food or have candy in the classroom, on the playground or on the buses. The only exception is a holiday party or special occasion. Field trips may be an exception where lunch is allowed on the bus pending prior approval. For holidays, healthy snacks like fruit and vegetable trays should be provided and balanced with special treats. This is part of our Wellness Policy which is posted on our website under Board of Education Policies.

Homework (Policy #4310, Policy #4710, #4730)

At Edinburg Common School, we believe that homework is indeed an integral part of academic success for many students. In school, we model, teach, guide, practice, and assess concepts. Homework is additional practice of concepts for students that they are learning in school and gives them the opportunity to have extra practice. Be sure to check your child/children's homework and/or folder each and every evening. The Edinburg Common School District also offers "Homework Club" Monday through Thursday from the middle of September through the end of May. If you would like your child/children to participate in the Homework Club, please reach out to the main office. Our afterschool programming also offers a late bus for in-district students.

Incentive Programs

Incentives related to positive behavior on a district level will be planned by the PBIS committee. Additional academic incentives are optional for students to participate in. These incentives will be planned and offered throughout the school year. These are outside of school incentives designed to enhance student performance through additional reading and math fluency practice.

Lunch/Breakfast Programs

Breakfast is served as soon as the children enter school. Assorted cereal is always available to children everyday for breakfast. A breakfast menu with daily specials is printed on top of the lunch menu, please make sure to check it out! If you qualify for free or reduced lunches, you also qualify for breakfast, so start your day off right with a school breakfast.

Lunch items available are: The main entree, an alternate choice, peanut butter and jelly sandwich or cheese sandwich. Fresh fruit, canned fruit or the daily hot vegetable is available every day with milk options.

Breakfast and lunch is free of charge for the 2024-2025 school year. This does not include seconds, ala carte items, and/or snacks.

Snack prices range from $.50 - $1.00.

Bag lunches are always available for field trips and/or special occasions.

When sending in money with your children for lunch, please send it in an envelope with your child's name and amount on it. You may also send in a check made out to Edinburg Common School. This helps to ensure that your child's account stays organized throughout the year.

Medication Administration

The New York State Department of Education requires a doctor's order (including dosage) for any oral OTC medication to be given, including topical applications. **Medications will only be administered with both the parent's and Doctor's consent and signature.**

Medication for Students

New York State Education Guidelines for medication management in school require that any medication, prescription or over-the-counter, must have a written provider (physician) order and a written parent/guardian consent. The order must include:

- Date order is written
- Student name and date of birth
- Medication name
- Medication dosage
- Medication route
- Time and frequency the medication is to be administered
- Physician (provider) signature

The pharmacy label is NOT an order and cannot be used in place of a written physician order.

Any changes in dosage or time to be administered must be ordered by the physician and submitted in writing.

All medication must be delivered to school by an ADULT. Students may not transport medication at any time.

Prescription and over the counter medication must be brought to school in the original labeled pharmacy container.

Parents Bill of Rights for Data Privacy and Security

In accordance with New York State Education Law Section 2-d, the Edinburg Common School District provides the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;

2. In accordance with FERPA and Section 2-d of the New York State Education Law, parents have the right to inspect and review the complete contents of their child's education record;

3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred;

4. A complete list of all student data elements collected by the State is available for public review at http://www.p12.nysed.gov/irs/sirs/2011-12/2011-12SIRSGuidance/NEWER/2013-14SIRSManual9-1_20131107.pdf or by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov.

5. Parents have the right to submit complaints about possible breaches of student data. Any such complaint must be submitted, in writing, to:

Michelle Ellis, Superintendent
Edinburg Common School
4 Johnson Road, Edinburg, N.Y. 12134
mellis@edinburgcs.org 518-863-8412

Family Policy Compliance Office
U.S. Department of Education
Independence Avenue SW
Washington, D.C. 20202-4605

Disclosure of Information to Third Party Contractors

In addition to the Parent's Bill of Rights, Education Law §2-d also imposes obligations with respect to a school district's disclosure of student information to third party contractors, consultants or vendors. Specifically, the law requires that contracts between school districts and third party contractors/consultants/vendors include a data security and privacy plan that outlines how all state, federal, and local data security and privacy contract requirements will be implemented over the life of the contract, consistent with the educational agency's policy on data security and privacy. Such plan shall include, but not be limited to, a signed copy of the parents bill of rights and a requirement that any officers and employees of the contractor, including any assignees, who have access to student data or teacher or principal data have received or will

receive training on the federal and state law governing confidentiality of such data prior to receiving access.

In addition to the requirements set forth above, any third party contractor/consultant/vendor that enters into an agreement with an educational agency under which the contractor/consultant/vendor will receive student, teacher or superintendent data shall:

- limit internal access to education records to those individuals that are determined to have legitimate educational interests
- not use the education records for any other purposes than those explicitly authorized in its contract
- except for authorized representatives of the third party contractor to the extent they are carrying out the contract, not disclose any personally identifiable information (i) without the prior written consent of the parent or eligible student; of (ii) unless required by statute or court order and the party provides a notice of disclosure to NYSED, district board of education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute of court order.
- maintain reasonable administrative, technical and physical safeguards to protect security, confidentiality and integrity of personally identifiable information in its custody; and
- use encryption technology to protect *data while in motion or in its custody from unauthorized disclosure.

*"Data" for students is defined as the types of records currently protected by FERPA. "Data" for teachers and superintendents is defined as personally identifiable information relating to annual professional performance reviews.

<u>Steps the District Will Take in Regard to a Breach or Suspected Bread of Confidentiality or Security in Regard to Student, Teacher or Superintendent Data</u>

Upon receipt of a complaint or other information indicating that a third party contractor may have improperly disclosed student data, or teacher or superintendent APPR data, NYSED's Chief Privacy Officer is authorized to investigate, visit, examine and inspect the third party contractor's facilities and records and obtain documentation from, or require the testimony of, any party relating to the alleged improper disclosure of student data or teacher or principal APPR data. Where there is a breach and unauthorized release of Personal Identifiable Information by a third party contractor or its assignees (e.g., a subcontractor): (i) the third party contractor must notify the educational agency of the breach in the most expedient way possible and without unreasonable delay; (ii) the educational agency must notify the parent in the most expedient way possible and without unreasonable delay; and (iii) the third party contractor may be subject to certain penalties including, but not limited to, a monetary fine; mandatory training regarding federal and state law governing the confidentiality of student data, or teacher or principal APPR

data; and preclusion from accessing any student data, or teacher or superintendent APPR data, from an educational agency for a fixed period up to five years.

In compliance with Education Law §2-d and as a condition of the Agreement with the Edinburg Common School District, _____ ("Contractor/Consultant") hereby assures and warrants it shall:

- Limit internal access to education records to those individuals determined to have legitimate educational interests;
- Not use the education records for any other purposes than those explicitly authorized by the School District in the Agreement;
- With the exception of authorized representatives of the Contractor carrying out their obligations pursuant to the Agreement, not disclose personally identifiable information to any other party without the prior written consent of the parent or eligible student or unless required by statute or court order and upon notice to the Board of Education prior to disclosure;
- Maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable student information in its custody; and
- Use encryption technology to protect data from unauthorized disclosure using technology or methodology specified by the secretary of the United States Department of Health and Human Services.

Contractor affirms its employees and officers who will have access to protected data have received or will receive training on federal and state laws governing confidentiality of student, teacher, or principal data prior to receiving any access pursuant to this Agreement. Contractor acknowledges that any breach or unauthorized release of personally identifiable information in violation of applicable state or federal laws, the Parent Bill of Rights, District data privacy and security policies and/or any contractual obligation relating to data privacy and security, shall require immediate notification to the District and may subject the Contractor to civil penalties up to $150,000. Furthermore, in the event of a breach or unauthorized disclosure of student information or teacher or superintendent data, the Chief Privacy Officer, after permitting the Contractor notice and an opportunity to be heard, may order the Contractor be (1) precluded from accessing student data from the School District, or if such disclosure was knowing and reckless, from any School District in the State, for a period of up to five (5) years; and/or (2) prohibit the Contractor from being deemed a responsible bidder or offerer on any contract with an educational agency that involves the sharing of student data or teacher or superintendent data for a period of up to five (5) years; and/or (3) require training to the Contractor's employees and officers at the Contractor's expense regarding student confidentiality and data privacy pursuant to State and Federal laws.

SCHOOL - PARENT COMPACT

To help our children achieve, we agree to abide by the following conditions during the school year:

School Responsibilities

The Edinburg Common School District will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- Hold parent-teacher conferences as it relates to your child's academic year.
- Provide parents with frequent reports on their child's progress;
- Provide parents reasonable access to staff; and
- Provide parents with opportunities to volunteer
- Ensure regular two-way, meaningful communication between parents and family members and school staff, and, to the extent practicable, in a language that the parents and family members can understand.
- Involve parents in planning and reviewing the parental involvement policy, in an ongoing, timely way
- Hold an annual meeting to inform parents of the school's participation in Title I Part A programs, and to explain Title I Part A programs. The school will convene the meeting at a convenient time for parents, and will also post the meeting slide show on the school web page as well as provide alternate times to those requesting another meeting time. All parents will be invited and encouraged to attend regardless if their child is currently participating in a Title I part A program.
- We will provide information to parents about Title I, part A programs that include a description, explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Title I Providers and Teachers will provide each parent with an individual student report about the performance of their child on State assessments in Math and ELA.
- Parents will be notified in a timely manner when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

Parents' Responsibilities

We, as parents, will support our children' learning in the following ways:

- Monitor my child's attendance;
- Make sure that homework is completed;
- Limit amount of television my child watches;
- Volunteer in my child's school;
- Participate in decisions regarding my children's education;
- Promote positive use of my child's extracurricular time; and
- Stay informed about my child's education and communicate with the school regularly.

Student Responsibilities

- Complete homework every day and ask for help when needed;
- Read at least 20 minutes a day outside of school; and
- Give to my parents all notices and information received by me from my school every day.

I have read and understand the ideas in this plan. I understand that by following the plan I can positively make a difference in my child's education.

School	**Parent**	**Student**

Parent/Teacher Conferences

Parent/Teacher conferences will be held in the fall. Each teacher will meet with parents/guardians. Students in grades 4-6 may be included as active participants in the conference if both the parent and teacher feel it is appropriate. Parents will be contacted by the classroom teacher to schedule a parent/teacher conference. Whenever you, as a parent/guardian, have a concern at any time throughout the school year, please reach out with a note, e-mail or a phone call to your child's teacher right away to arrange for a discussion or a formal conference.

Parent Involvement Policy

Title I Parent and Family Engagement

The Edinburg Common School recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the deferral Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA)

1. The superintendent, Title I Coordinator and appropriate staff and parent team members shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title1 program will be invited to the meeting.

2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening).

3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate, in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practical.

4. The school staff shall involve parents, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

Parent/Teacher Organization (PTO)

The PTO is an organizational group for parents and teachers. The PTO is not governed by the District. The purpose of the PTO is to help integrate the school and its community members in supporting the educational needs of all children that attend Edinburg Common School. You are

encouraged to join this organization as they have done amazing things for our students over the years including providing district wide field trips, planning holiday events, sponsoring book giveaways and putting together the annual yearbook. If you would like more information on the PTO please join their Facebook page or reach out to the President or Vice-President at edinburgpto@edinburgcs.org.

Parents Right to Know (Every Student Succeeds Act/Title I)
Parents/guardians of students receiving Title 1 services may request information regarding the professional qualifications of their children's classroom teachers. This information includes the state qualifications, composite score and professional degree of the district's instructional staff who teach their children.

Personal Belongings
All personal belongings brought from home need to be placed in student cubbies or backpacks until the end of the day. Items are not permitted to be brought to lunch or recess. Should a class have a "show and tell" and students are asked to bring items in, a letter will be sent home from the teacher.

Physicals (Commissioner's regulation Section 136)
Health appraisals are required for Pre-K, K, 1, 3, 5 grades. Any physical dated within twelve (12) months prior to the start of the year in which the physical is required is acceptable for that year. The required physical form must be used. (See webpage for this required form or stop in and ask for a form.)

Playground Rules
- Children in grades **PK-2 are not permitted to play on the big dome, the monkey bars, the climbing area on the side of the big playground and the fire pole (but can play under it)** as they are not developmentally appropriate. (It is rare, but not all students have the motor skills yet to grasp on and slide down the pole without letting go.)
- No standing on top of equipment or climbing on top of playground structures.
- Children must stay and play within the boundaries.
- The back door is used to go in and out for recess but it must remain locked at all times.
- PK-6 children use the locker room bathrooms. Students in PK-2 must radio in for an escort.
- If someone gets hurt, the nurse is to be made aware. In the event of a fall, the student is not to be moved.
- Name calling and profanity is not to be tolerated.
- Physical contact will not be tolerated. Should a student engage in blatant physical contact that is witnessed by an adult, the child will immediately be sent to the office.
- One adult is encouraged to get a group game going. This can include Duck-Duck-Goose, Basketball, soccer, football (tag only), Four-Square etc… (Dodgeball is not permitted at any time.) Games are to be played away from the equipment.
- Hands, feet and objects are to be kept to yourself.
- Share and make sure everyone that wants to be included is.

- No “clubs” are allowed unless they include everyone.
- Students in grades 3-6 are not permitted to play on the small dome, 10 spin or small playground.
- Swing seated on the swings, no jumping off the swings, no twisting the chains.
- Students are responsible for any equipment they bring out.
- Sneakers must be worn for recess (unless there is snow on the ground).
- Toys are not permitted to be brought from home.

The following rules only apply to winter:

- Boots must be worn if there is snow on the ground.
- Coats, snow pants/snowsuit, boots, hats, and gloves are required to play in the snow.
- No throwing snowballs, ice balls.
- Stay off the ice.

Required Screenings

Scoliosis Screening -Girls in grades 5th and 6th
Vision Screening -Pre-K. new entrants, K, 1st, 2nd, 3rd, and 5th grade
Hearing Screening -Pre-K new entrants, K, 1st, 2nd, 3rd, and 5th grade

Pledge of Allegiance

The Pledge of Allegiance shall be recited daily in school during regular sessions. The Commissioner of Education has upheld the right of school officials to ask students who do not wish to participate to either stand silently or leave the classroom during the flag salute and pledge. The pledge is a statement of our goals and national aspirations.

Protection of Pupil Rights Amendment (PPRA) (Policy #5550)

The Board of Trustees recognizes that student privacy is an important concern for parents and wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act. To that end, the Board of Trustees has adopted Policy #5550 regarding student privacy. The Protection of Pupil Rights Amendment applies to programs that get their funding from The United States Department of Education (ED).

The Protection of Pupil Rights Amendment (PPRA) was written to protect the rights of parents and students in two specific ways. First, any material used by students in ED funded surveys, analyses, or evaluations will be made available to parents to inspect prior to use with their child. Secondly, it ensures that schools and contractors acquire written parental consent before a minor student is required to participate in ED funded surveys, analyses, or evaluations which may reveal personal information about the following:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;

- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or Ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Recess

All students are to be prepared for outside recess daily, unless they have a medical excuse. Students need to be dressed for all weather conditions and temperatures. All children must wear a hat, boots, coat, mittens/gloves, and snow pants in the winter.

Students who have a note from their doctor stating that they are excused from recess will be supervised inside. Recess is supervised by a Teacher's Aide or qualified staff member.

Registration or Withdraw from School

Children must turn three (3) years of age by December 1 to be eligible to attend the Discovery Kids program. Each session involves children (and accompanying adults) in seasonal stories and art activities. If a session needs to be canceled we are unable to reschedule.

Students must turn four (4) years of age by December 1 in order to be eligible for our Pre-K program.

Children must be five (5) years of age on or before December 1st of that school year to attend Kindergarten. Proof of age, residency, immunizations, health certificate, and dental certificate must be submitted prior to admittance to school.

If you are planning to move out of our school district make sure all school materials (textbooks, band instruments, library books, etc.) are returned. When you enroll your child in school and complete a registration form, the new school will send us a request for the child's records. We will send your child's complete academic records upon request from the new school.

Retention Procedure (Policy #4750, #5154.1)

1. If the student is failing to make progress, the parents must be notified of concerns early so that the school and home may cooperate in helping them achieve greater success. Please make sure to arrange at least 3 conferences with the parents throughout the spring (Jan/March/May or February/April/June) for any students you may consider retaining if further growth does not occur. Please make sure to log parent contacts and specific concerns.
2. Most retention should be at the primary level. However, older students may be considered if it is strongly felt retention will help the student.
3. No student will be retained for more than one year: PreK - 2, and 3-6.

4. The teacher shall utilize the Response to Intervention Process to help students who are not progressing at a normal pace and in making decisions to retain. (Any student that is below grade level must be receiving RtI interventions.)
5. The teacher is to discuss possible retention with the RtI team and the superintendent before discussing retention with the parent or guardian to ensure everyone is on the same page before proceeding. Retention should be a team decision!
6. Parent notification of the recommendation to retain or promote is to be given as early as possible in the school year, but no later than mid-term of the third marking period. Notification of retention is to include a note on the final report card.
7. District office will mail a proposed retention notification to the parent.
8. Parents have the right to ask for retention
9. In the event a conflict exists as to the best placement of a student, the ultimate decision shall rest with the superintendent or his/her designee.
(Documented exceptions to these procedures may be made in special situations

(e.g.,special education students) with the approval of the superintendent.)

Safety Program

The district recognizes that the safety of students, employees and the public is paramount in all school organizations. Safety will not be sacrificed in the interest of time or money. All students, employees, and the public are to comply with all safety laws and regulations. Unsafe conditions observed by any employee are to be promptly reported to the administration for corrective action. It is the responsibility of the entire school community to report any unsafe building or equipment conditions by filling out form 8100-E and turning it into the Director of Health and Safety as soon as possible.

Training in exposure to toxic substances is provided to all employees prior to the start of the school year, during the superintendent conference day, to meet Federal HAZCOM standards. Employees who may be exposed to bloodborne pathogens (HIV and Hepatitis B) are trained in the use of universal precautions and offered immunizations, as required.

Information about chemical products used by District employees may be found in the Material Safety Data Sheets (MSDS) online. Please contact the Director of Health and Safety for this information.

Education Law, Section 917, requires all districts to provide and maintain on-site automated external defibrillator (AED) equipment for use during emergencies. Staff are offered the opportunity annually for CPR, AED and Stop the Bleed training.

School Closing

The decision to close school is made by the superintendent based on the best available information from the Town of Edinburg (weather related) and other factors. In the event that school is closed due to weather or other emergency conditions, school closing announcements

will be made on the local radio, television stations, district Facebook and the superintendent will send out a notice to all parents that are signed up on the Remind App.

Security and Surveillance (Policy #8210.1, # 8414.4)

Use of surveillance cameras on school property, including buses, are in accordance with District policy. Use of audio/video cameras are in accordance with District policy. Entering or riding a district school bus constitutes consent to the audio/video recordings.

All doors are locked during the school day. Access to the building may only be gained through the main entrance. Security cameras are in place, in and on school grounds for the safety and security of the students and staff. Use of surveillance cameras on school property (including buses) are used in accordance with Policy # 8210.1.

Sexual Harassment (Policy #5020.1)

Persons who engage in sexual harassment on any premises owned by Edinburg Common School or at a school-sponsored event off premises will be subject to discipline, which may include suspension and/or expulsion. Students who believe they have been subjected to sexual harassment by any individual are to report the incident to the Title IX Compliance Officers (the superintendent). The Board of Trustees will ensure that an investigation is promptly commenced by appropriate individuals.

Sexual Offender Registration Act (Megan's Law)

Local law enforcement agencies may release to the school district relevant information about level one, level two, or level three sex offenders who are presently residing within school district boundaries. The information provided changes frequently as someone moves in or out of the district. To review the most up-to-date information, you may access The New York State Sex Offender Registry website at **https://www.criminaljustice.ny.gov/nsor/ .**

Student Services (Policy #5420)

1. Intervention Services

Title I/RtI	-Remedial Math and Reading
Resource Room	- Special Education

2. Related Services

Speech Therapy, Occupational Therapy, Physical Therapy, Psychologist

3. Counseling

Students may be included in small support groups and/or individual assistance is available when a student is referred by the teacher, parent, or self.

4. Substitute Teacher

When the regular classroom teacher is absent, all efforts will be made to arrange for a certified teacher. Students are expected to cooperate and be courteous to substitutes.

5. Health Services

- Accidents/Illness

If your child is injured, or becomes ill at school, the nurse will contact you, or the person designated by you, immediately. In an emergency, 911 will be called.

- Communicable Diseases

  All students shall be provided a safe and healthy school environment. Students with contagious and infectious diseases will be excluded from school during periods of contagion as defined in the Public Health Law and Policy # 5420.

  If it is determined that a student has live head lice, they will be released from school immediately for treatment at home and cannot return to school until the next day. Parents will need to transport their child (ren) to school the next morning to be checked before they can enter the classroom or ride the school bus. Children who have had head lice will automatically be re-screened in 7-10 days.

- Tobacco/Drug Resistance Program

  Drug abuse prevention is provided through awareness training that helps students make good decisions while treating others with respect.

Transportation (Policy #8410)

Transportation is a privilege and shall be provided in an efficient, effective, and safe manner for students who are eligible, as authorized by the Board.

Bus drivers are instructed to submit a school conduct form for any instance of misconduct.
All students riding to/from Northville School, on an Edinburg school bus must continue on that bus until they reach school, home or a pre-designated drop-off point (those living within one mile of school may have parental permission to walk). Parents will have one AM/PM pickup/dropoff location and have the ability to make one necessary change per year. We understand that family visitation schedules and coparenting times alter transportation schedules, however, for consistency for the students and staff, the district will be strictly following this procedure.

Elementary students shall not enter Edinburg School before 7:35 a.m. as there is no supervision prior to that time. While in transit, high school students shall not enter Edinburg School without permission.

Visitors & Visits (Policies #8100, #8135)

All visitors **must sign in** at the office window and **must wear** a visitor badge for identification. This is a regulation of the SAVE (Schools Against Violence in Education) Law that is required by the NYS Commissioner.

While parents are invited to visit school, it is important to remember that classrooms should not be interrupted unless it is absolutely necessary. If it is important for the parent to speak directly with their child, the office will notify the classroom and the child will be sent to the office.
Parents, Board of Trustee members, other citizens, and former students are encouraged to visit our school for legitimate reasons. All visitors to school shall report to the school office, register,

and receive a visitor's badge. Any person on school property who has not registered with the school office is illegally on school property and is to be asked for identification or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the superintendent and if necessary, law enforcement will be notified.

Volunteers

Anyone volunteering in classrooms must register in the main office. For the safety of students, all volunteers must complete a volunteer application which requires (3) references and then await approval from the District Office regarding clearance. Volunteers will be supervised by the teacher or LTA they are assisting at all times and are not permitted to be left alone with students. Volunteer applications must be filled out yearly.